

SOUTHERN STATES CORRECTIONAL ASSOCIATION

Standard Operating Procedures

Procedure:	<u>Southern Concourse</u>
Number:	SOP-501
Authority:	SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 18: <u>Southern Concourse</u> SSCA Constitution, Article IX: Amendments; SSCA By-Laws Sections 11: Membership, 13: Meetings, 14: Committees, 21: Amendment of By-Laws; Duties of Executive Secretary, SOP-107; State Representatives, SOP-108; Constitution & By-Laws, SOP-301; David H. Williams Excellence of Service Award, SOP-401
Reference:	
Effective Date:	February 14, 2004
Revises Previous Date:	July 15, 1998

The Southern Concourse is the official publication of Southern States Correctional Association. Requirements are:

1. The Southern Concourse shall be published four (4) times per year - February (Winter), May (Spring), August (Summer), and November (Fall), and mailed to the current membership. Months for publication may vary slightly depending on the scheduling of the Mid-Winter Training Conference and Annual Summer Training Conference.
2. The Executive Secretary shall be the editor of this publication.
3. Officers and State Representatives shall be a primary source for articles for each publication.
4. Each edition of the Southern Concourse shall contain, but not be limited to, the following:
 - a. Membership application form
 - b. Calendar of events
 - c. A Notice soliciting articles for publication from the members
 - d. Mailing list of the officers and state representatives
 - e. Article welcoming new members
 - f. President's Message
 - g. List of each SSCA Committee
 - h. Articles of interest to the membership
5. The designated issues shall contain, but not be limited to, the following:

SOUTHERN STATES CORRECTIONAL ASSOCIATION

Standard Operating Procedures

- a. February (Winter)
 - i. Highlights of the Mid-Winter Training Conference
 - ii. Treasurer's report
 - iii. Application and criteria for the Line Officer(s) of the Year Awards
 - iv. Article soliciting candidates for the State Representatives whose term will expire and for Secretary of the Association
 - v. Articles advertising the upcoming conference
 - vi. Registration forms for the upcoming conference
 - vii. Suggested changes in the Constitution and By-Laws as proposed

- b. May (Spring)
 - i. Article soliciting Resolutions
 - ii. Article soliciting candidates for the State Representatives whose term will expire and for Secretary of the Association
 - iii. Articles advertising the upcoming conference
 - iv. Outline of the Training Program for the upcoming Annual Summer Training Conference

- c. August (Summer)
 - i. Reports from each conference speaker to share information with members not in attendance
 - ii. Highlights of the Annual Summer Training Conference business meeting. These highlights shall include the following committee reports:
 - 1. Resolutions
 - 2. Constitution & By-Laws (approved changes)
 - 3. Time & Place Committee - location & date of next conference site
 - 4. Nominations/Elections - to include narrative on newly elected Secretary and State Representatives
 - 5. Treasurer's Report
 - 6. David H. Williams Excellence of Service Award Recipient
 - 7. Line Officer Award Winners (All nominees are to be listed and recognized)
 - 8. P.C. Shields Award Winner
 - 9. Kenneth Law Scholarship Award Winner(s)
 - 10. Member Training Award Recipient(s)
 - 11. New Member Training Award Recipient
 - 12. Catastrophic Weather Committee

SOUTHERN STATES CORRECTIONAL ASSOCIATION

Standard Operating Procedures

- iii. Applications and criteria for the following awards:
 - 1. David H. Williams Excellence of Service Award
 - 2. Kenneth Law Scholarship
 - 3. P.C. Shields Award
 - 4. Line Officer Award

- d. November (Fall)
 - i. Article soliciting written suggestions for Revision to the Constitution and Standard Operating Procedures.
 - ii. Any information of interest to the membership from the Officers' Fall meeting
 - iii. Information advertising the Mid-Winter meeting
 - iv. Applications and criteria for the following awards:
 - 1. David H. Williams Excellence of Service Award
 - 2. Kenneth Law Scholarship
 - 3. P.C. Shields Award
 - 4. Line Officer Award